



# *SCDDSN Provider Newsletter*

*August 2010*

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## **WELCOME**

*By Nancy Hall*

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I hope the first few editions of this Newsletter have given you some useful information that offers activities or events throughout our state. I also hope you are utilizing our website so that you may know more about what is happening throughout our Agency and State for people with disabilities, their families, and friends. Over the next several months we will be working to make our website even more user friendly. I hope you take the time to visit the site. I welcome any suggestions you may have that may assist you in accessing information throughout the site. In each Newsletter I will continue to give you a useful tip as well as keep you abreast of any changes we have made. This month we have changed some of the Quick Links that are located at the top and center of the opening webpage. We have made a link which will take you directly to Dr. Buscemi's latest budget update memos. I hope you find this helpful. As we move toward Fall, I hope you and your family have enjoyed a wonderful summer and I look forward to hearing from you. Feel free to contact me via email at [Nhall@ddsn.sc.gov](mailto:Nhall@ddsn.sc.gov) or by phone at 803-898-9650.

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***Remember: DDSN is  
coming to Facebook.  
Details will be in  
September's  
Newsletter. We hope  
you will join us on  
Facebook. .***

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## **UPCOMING EVENTS OF INTEREST**

- The 3<sup>rd</sup> annual **SPLASH BASH**, Shaw Air Force Base, Lake Wateree Recreation Area, 2030 Baron Dekalb Road, Camden, SC. Health South Columbia will provide adaptive services for people with disabilities. August 21, 2010 from 9:00am-5:00pm. For Free registration contact: Michelle Azarigian-Rogers, 803-401-1347.
- **Five Guys Restaurant** owner, Sean Moore, has pledged to match up to \$20,000.00 in contributions to donate to Special Olympics to enable more people to be able to train and compete in Special Olympics. The promotion is from August 1<sup>st</sup> through September 23<sup>rd</sup>, 2010.

# EVENTS OF INTEREST CONTINUED:

- **Beyond the Silence**, sponsored by the South Carolina Coalition Against Domestic Violence and Sexual Assault, will be held on August 20, 2010 at the Marriott Resort and Spa in Hilton Head, SC. For further information visit their website at: [www.sccadvasa.org](http://www.sccadvasa.org).
- **Building Your Own Care Notebook Workshop** to help teach you how to maintain an ongoing record of your loved ones care, services, providers, and notes. To be held on August 31, 2010 at 10:00am in the Special Care Center, 14 Medical Park, Suite 300A, Columbia, SC. This event is free however you must register by calling either Sandra Jagan at 803-434-1310 or Maggie Ortiz at 800-578-8750.
- **Healing Farms Ministries Community Nights** continue on the second Wednesday of each month. Join them at the Juvo Center for a meal and fellowship time from 6:00-8:00pm. Upcoming Dates: September 8<sup>th</sup> and October 13<sup>th</sup>. For further information on these events visit their website at: <http://www.healingfarm.org/>
- **Workshop on Teaching Verbal Behavior and Solving Challenging Behaviors** on September 16<sup>th</sup>-17<sup>th</sup>, 2010 from 8:00am-4:30pm at the Columbia Metropolitan Convention Center. For registration and further information visit the website at: [www.winstonswishfoundation.com](http://www.winstonswishfoundation.com)
- **Improving the Response to Children Who are Maltreated and Have Disabilities** These trainings are being sponsored by the Children's Law Center. Dates are: September 17<sup>th</sup> at the Marriott Hotel in Charleston, SC; September 24<sup>th</sup> at Midlands Tech Airport Campus, Columbia, SC; October 1<sup>st</sup> at Florence Civic Center, Florence, SC and October 8<sup>th</sup> Younts Conference Center, Furman University, Greenville, SC. For further information contact Kelly Hamilton at 803-777-1158 or via email [hamilkl@mailbox.sc.edu](mailto:hamilkl@mailbox.sc.edu).
- **The Family Resource Center** will hold its 13th Annual Conference on Disabilities and Special Needs on September 25, 2010 at The Citadel in Charleston, SC. The topic, "Supportive Schools are Safe Schools" will be presented by Dr. Catherine Moffett, Ed.D., Director of Bully-Free Virginia. The Olweus Bullying Prevention program will be highlighted. The Family Resource Center was organized to promote opportunities for learning, inclusion, and empowerment for individuals with disabilities and special needs, their families, and their communities. For more information please visit [www.frcdsn.org](http://www.frcdsn.org) or you may call (843) 266-1318.

- **South Carolina Autism Society** 2010 Annual Conference October 8<sup>th</sup> and 9<sup>th</sup>, 2010 at the Columbia Conference Center. For further details visit their website at: [www.scautism.org](http://www.scautism.org) or call 1-800-438-4790.
- **South Carolina Association of Intellectual and Developmental Disabilities(SCAAIDD)** one day conference on October 19<sup>th</sup> at Brookland Conference Center, 1066 Sunset Boulevard, West Columbia, SC. For further information visit their website at: [www.scaaid.org](http://www.scaaid.org).
- **SC Adult Sibling Leadership Network Conference** Their first Conference will be held October 23, 2010. For further details contact Melanie Burnett, PRO-Parents at 803-772-5688 Ext. 106 or 1-800-759-4776 or visit the website at: [www.scadultsiblingnetwork.org](http://www.scadultsiblingnetwork.org).
- **South Carolina Autism Society** hosts their 8<sup>th</sup> Annual Fun In the Fall Golf Tournament on Monday October 25, 2010 at Woodcreek. For further information contact Susie Phillips at: 803-750-6988 or 1-800-438-4790 ext. 104. You can also visit their website at: [www.scautism.org](http://www.scautism.org) .
- **Strides for Autism** sponsored by the SC Autism Society will be held in Myrtle Beach, SC at the Grand Park on November 6, 2010. Registration begins at 8am and the walk begins at 9am-Rain or Shine. For further details visit their website at: [www.scautism.org](http://www.scautism.org) or call 1-800-438-4790.
- **WORKSHOP ON FUNCTIONAL ANALYSIS AND TREATMENT OF SEVERE BEHAVIOR DISORDERS** November 11<sup>th</sup>-12<sup>th</sup>, 2010 at the Columbia Metropolitan Convention Center. For registration and further information visit the website at: [www.winstonswishfoundation.com](http://www.winstonswishfoundation.com).

# IN THE KNOW

- ❖ Have you heard of **Team Triumph**? It is an athletic ride for people with disabilities who would normally not be able to experience outdoor endurance events. Visit their website at: <http://www.myteamttriumph.org>.

- ❖ The [SC Assistive Technology Exchange](http://www.scatapexchange.net) has numerous items available that you may find of interest. Visit their website at: [www.scatapexchange.net](http://www.scatapexchange.net).
- ❖ Did you know you can take independent study courses online for Emergency Management at: <http://training.fema.gov>. For further information email them at [independent.study@dhs.gov](mailto:independent.study@dhs.gov) or via phone at 301-447-1200.
- ❖ Have you visited the [South Carolina Disability Resource Library](http://muscls.musc.edu/screens/opacmenu_s5.html)? The library contains information for families, consumers, and staff members. View the catalog at: [http://muscls.musc.edu/screens/opacmenu\\_s5.html](http://muscls.musc.edu/screens/opacmenu_s5.html) or contact: Steve Wilson, Coordinator, CDR Library, via phone at: 803-733-1501, email: [steve.wilson@usmed.sc.edu](mailto:steve.wilson@usmed.sc.edu) or Web site: <http://uscm.med.sc.edu/CDR>.
- ❖ [The College Transition Connection](http://www.collegetransitionconnection.org), Inc. has updates for the participating colleges in their program on their website at: [www.collegetransitionconnection.org](http://www.collegetransitionconnection.org). They help South Carolina colleges and universities create model programs for our young adults with intellectual disabilities. The College of Charleston, Coastal Carolina, Clemson University, University of South Carolina, and Winthrop University currently participate in this program.

## US SENATE DECLARES NATIONAL DIRECT SUPPORT PROFESSIONALS RECOGNITION WEEK BEGINNING SEPTEMBER 12, 2010

In a show of bipartisan support and for the third consecutive year, the US Senate unanimously approved Senate Resolution 558 declaring this week in recognition of the direct support professionals that provide an invaluable service to the millions of Americans living with disabilities.



Randy Jones, an artist from Blythewood, SC recently made a presentation to Senator Crieghton Coleman of Winnsboro. The painting titled “Deer in the Woods in the Early Morning” is a large watercolor that depicts a nature scene from South Carolina. Senator Coleman has been a diligent advocate for individuals with Special Needs in South Carolina. Mr. Jones works in Winnsboro with the Fairfield County DSN Board. He is a very gifted artist. Mr. Jones has been attending art classes with Lisa Harvey. They are making plans for a Fall Show at a local gallery as well as entering the State Fair Juried Art Show.

## DDSN WEBSITE TIP OF THE MONTH

DDSN has added a quick links on reporting abuse. This link can be located at the top and center of the homepage. Open this link and you will find a quick reference guide for reporting abuse, the notice regarding the Omnibus Protection Act, and the DDSN directive 534-02-DD on Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contract Provider Agency.

## QUALITY MANAGEMENT

### Incident Management System

The Incident Management System on the DDSN Portal now includes the Abuse, Neglect, and Exploitation reporting function, Death Reporting and Critical Incidents reporting. The addition of ANE and Death reports, along with critical incidents, should improve the overall efficiency of the reporting process for everyone involved. The process of completing reports should be much less time consuming once people become familiar with it, plus the web-based format will allow designated users within the DDSN provider network to have simultaneous access. The policies related to these reports have not changed; however for your convenience, the reporting process has been added to our web-based portal.

We are excited about the movement towards paperless reports, wherever possible. The new ANE reporting system will have the capability to upload pdf and jpg files as attachments for interview notes, intake reports, and other associated documents. Documents can be routed internally through-out the system to improve response time and avoid duplication. Data available for Risk Management and Quality Assurance purposes will be improved, as the current fiscal year data will be available in real time. We are working to develop multiple reports for your use to sort information, trend data, and target specific areas.

We are interested in your feedback, especially if you have ideas for, or a specific need for a certain type of report. We thank all those provider and regional center staff who worked with us in the design and test phases of this project. Training videos are on the portal next week to provide assistance to others new to the process. If you have comments/ questions regarding the reporting function, please contact Ann Dalton ([adalton@ddsn.sc.gov](mailto:adalton@ddsn.sc.gov)) or Carol Neese ([cneese@ddsn.sc.gov](mailto:cneese@ddsn.sc.gov)). If you have questions related to technical support or navigating the DDSN portal, please contact the DDSN IT Helpdesk at 803-898-9767.

### Licensing Changes

The Residential and Day Services Licensing Standards were updated as of July 1, 2010. The changes included the removal of standards which required the review of human resources or other administrative files. As you know, the Key Indicators for Contract Compliance were also revised to include record checks of residential and day services staff, as is done with service coordination and early intervention staff. The requirement for certain training/ documentation did not change, only the entity (Quality Improvement Organization) that would be conducting a review.

A few standards remain in the licensing standards that involve the verification of appropriate staffing levels. In order to streamline the review process, providers are asked to maintain copies of work and on-call schedules at the facilities for a



30 day timeframe. Following this process will allow DHEC to complete their review at the facility in a more timely manner.

The number of Licensing inspectors assigned to the DDSN/DHEC Contract has been reduced from 5 to 4 this year, thus DHEC has requested a minimum of 5 business days notice for the inspection of any new facilities. However, as in the past they will work with us to accommodate any emergency situation.

Another important change involves the method in which the licensing inspection will be conducted. Throughout the past year, DHEC has randomized the dates for provider reviews so that one particular region of the state was not always reviewed during the same quarter. Over the next year, DHEC will also split reviews such that a provider's entire sample may not be reviewed at the same time. DHEC will find efficiencies wherever possible, as they do in other inspections. For example, if a request has been submitted to conduct an initial inspection for an apartment in one county, the DHEC inspector will complete that inspection, but he/ she may also select 1 or 2 homes from the sample in a neighboring county to be completed during the same trip. DHEC has been provided with the full sample for all providers for FY2011 and they will use their discretion in selecting where and when the reviews will take place. Providers will continue to receive 24 hour notice prior to the review of any particular facility.

Thank you for your continued patience and feedback regarding the transition of licensing inspections from DDSN to DHEC. As always, if you experience something contrary to the licensing process or items inspected, please contact Ann Dalton at [adalton@ddsn.sc.gov](mailto:adalton@ddsn.sc.gov).

**\*\*\*REMINDER\*\*\***

**AUGUST 25, 2010**

**10:00AM-APPROXIMATELY 1:00PM**

**MIDLANDS CENTER COLLABORATIVE TRAINING CENTER**

This training will be on topics such as waiver direct billed credits, monitoring services from a fiscal perspective, cost reporting for day services, respite, and R2D2 reports.

**\*THIS TRAINING IS RECOMMENDED FOR FISCAL AND SERVICE COORDINATION STAFF\***

## THE INFORMATION TECHNOLOGY CORNER

Providers are able to access business forms and training videos from the DDSN Portal Webpage.

Most of the DDSN Videos help providers and their staff become familiar with DDSN applications such as the new Service Coordination Service Notes application, the Day Supports Attendance Log (DSAL) application, and the new Quality Management Death application. As IT adds new applications we plan to deliver all application training via the DDSN portal. This allows all provider employees to have constant access to applications training from their desktop.

The Videos page could from time to time include any other type videos from conferences or presentations that DDSN feels would benefit our service providers.

Providers are able to access current DDSN Forms and Manuals used by the agency and DDSN providers from the DDSN Portal Webpage.

There are over 400+ forms or manuals available for reference or use.

Many of the forms have fill-in capabilities or can be saved and/or printed off by providers to be filled in at a later time.

You will find forms, authorizations, agreements, and manuals for all the DDSN waivers.

There are Early Intervention and Service Coordination forms, plans, checklists, etc.

Medicaid related information such as Medicaid Fund Codes, DDSN Finance Manuals, Service Error Correction forms, etc. are also available.

If you have questions related to technical support or navigating the DDSN portal, please contact the DDSN IT Helpdesk at 803-898-9767.